



Base Bulletin

Vandenberg AFB, CA 93437-0759



20 June 2001

No. 25

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II - OFFICIAL

1. 30th Communications Squadron:

a. Emission Security (EMSEC) is a base-level program requiring compliance with equipment and system installation standards as outlined in AFSSM 7011, Emission Security Countermeasures Reviews. This applies only to classified computers, systems, or facilities. For information on what the VAFB EMSEC program has to offer, check out our public folders at this Microsoft Outlook public folder address. outlook:\\Public_Folders\\All_Public_Folders\\VANDENBERG\\Vandenberg_Information_Assurance_Programs. (30CS/SCBI, 5-2352)

b. AF Pubs Frequently Asked Questions (FAQs): The product search function will only work properly if you enter the EXACT short title of the item you need or a portion of the EXACT title. You can not use any spaces in the search field. The Short Title must be EXACTLY correct or no results will be found. You may find the most successful way to search is to broaden the search. For example, if you are looking for AFMAN36-2223; you must type it into the search field as shown. If you type in AFM36-2223, or AF36-2223, or AFMAN362223 no results will be found. It is always a good idea to type in a portion of the title if you are not sure what the title is. Type in 36-2223 and every Air Force publication with such numbers will come up. Whether it is an AFMAN, an AFI or an AFSSM. If you type in 2223 you will broaden your search even more. The same principle applies to AFMAN if you enter the prefix into the search it will call up every Air Force Manual. (30CS/SCSPP-DCI, 6-7892-4)

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Shipping/Receiving Packages via Federal Express: Attention all base organizations that ship and/or receive packages via Federal Express: Under the DoD approved GSA contract, FedEx is authorized to transport unmarked classified packages to up a classification of SECRET. Any packages you receive from FedEx must be treated as classified material until it is determined to be otherwise. When shipping classified items, they must be processed through TMO Cargo Movement unless other

arrangements have been made. TMO must be advised on the classification level. Any questions may be directed to MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Change of Command: Lt Col James L. Hyatt III will relinquish command of the 2d Space Launch Squadron to Lt Col Clinton E. Crosier on Monday, 9 Jul 01, 1000, in front of Building 761 (Space Launch Complex 3). Col Mark H. Owen, 30 OG Commander, will preside. POC is Capt Michelle Holland, 5-4712. Inclement weather location is the Western Range Operations Control Center. (2 SLS/IM, 6-9724)

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Susanne Brixler-Staab
Chief, Publishing Management

SECTION III – UNOFFICIAL

Amateur Radio Field Day:

Satellite Amateur Radio Club Field Day: 23 Jun, 1100 to 24 Jun 01, 1100, at the SARC east of the VAFB Tracking Station on Bishop Road. Join Amateur Radio operators (Hams) from all over the Central Coast for this annual event. The purpose is to operate “off the grid” for 24 hours, contact other Hams around the world, socialize with local Hams, and have fun. Learn about opportunities for classes and licensing. For more information, contact Eric Lemmon at 733-4416.

Vandenberg Commissary: (DeCA, 5-8801)

a. Farmers Market: Vandenberg Commissary is having a Farmers Market on 21 – 23 Jun 01 (Thursday, Friday and Saturday) at the Commissary. Come on out and enjoy the savings on the produce.

b. Commissary Focus Group: A focus group will be conducted at the Vandenberg Commissary on 21 Jun 01 at 1300 hrs, so DeCA managers may gain first hand knowledge of how well we are meeting our customers needs, wants and expectations. Group members will participate in a one to one and a half hour discussion focused on certain areas of commissary operations. We are interested in our shopper's opinions on certain issues and how important certain services are to you. We plan for this to be a fun, but well structured and very informative exercise. Applications for the Focus Group are located at the Commissary Customer Service Office.

c. Sidewalk Sale: Vandenberg Commissary is also having a sidewalk sale at the Commissary on Saturday 30 Jun 01.

Community Support Center: Pre-Register for all Classes, Workshops & Seminars. (30MSS/DPF)

a. Retiree Events: 21 Jun 01, 1300. Guest speaker is Capt Christie of the Base Legal Office to inform you of services available to retirees. Monthly meetings at the Retiree Activity Center, Bldg 10364, Base Exchange area across from the Four Seasons Store.

b. Interviewing and Dress for Success: 20 Jun 01, 0900-1130. Make a statement, and get the job! Learn what to wear and what “not” to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

c. Manage Your Move: 20 Jun 01, 1300-1530. For adults on the move, includes briefings from Finance, TMO, Housing, Legal Office, and tips from TRICARE. Have your questions ready and plan to attend within 120-90 days prior to departure. Spouses are encouraged to attend. Call 6-0801 to register.

d. Cholesterol Education Classes: 20 Jun 01, 1300-1600 in the Commander's Conference Room at the base clinic. Is your cholesterol level high? Do you know what your risk factors are? Do you know how to lower your cholesterol? Learn about lifestyle changes, exercise, and medications by attending

this class offered by the Cholesterol Management Team at the 30th Medical Group. To register, call Denise Prucey, RN, at 6-7291.

e. How to Raise a Money Smart Child: 21 Jun 01, 1100-1200. Credit. Interest. Savings. Investing. Many children don't understand these concepts. Many young people are unprepared for temptations like easy credit. Compounding the problem, kids will make more consumer decision than previous generations. What kind of consumer decision will they be making? What can you do? This workshop covers teaching basic money management skills to children. Age appropriate strategies will be given to help you prepare your child for their financial future.

f. Healthy Microwave Cooking Class: 21 Jun 01, 1500 at the dorms. Learn to use those microwaves for something other than heating leftovers and pizza.

g. Beginners Strength Training Class: 21 Jun 01, 1400-1500. Every third Thursday at the base gym, meet at the front desk. Let exercise physiologist Tyson Grier show you how to build strength. Call 6-2221 to register.

h. Individual Retirement Accounts: 21 Jun 01, 1100-1200. Today's IRA's offer greater flexibility and incentives for saving than ever before. Learn how to determine the best IRA choice for you and your family. To register call 6-4491.

i. Financial Basics: 25 Jun 01 and 30 Jul 1000-1200. Learn financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count! To register call 6-4491.

j. Sponsorship Training: 25 Jun 01, 1500-1600. Hear about the changes in the program and learn sponsor responsibilities, relocation resources, and tips to assist newcomers. Also offered as a tutorial on the "Intranet" or website <https://intranet.vandenberg.af.mil/sponsor/index.htm>. To sign up call 6-0801.

k. Single Parents Support Group: 26 Jun 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.

l. Job Information Expo: 27 Jun 01, 1000-1030, Family Support Center. Come to find out information on local job employment opportunities and sources. Find out who's hiring and who's not. Find out how to add your resume to the AF and local websites. Call 5-8557 for more information.

m. WIC Office Comes To You: 28 Jun 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.

n. Women's Interest Group: Meet 28 Jun 01, 1200, in the Library conference room. Brown bag lunch welcome.

o. Kids on the Move: 29 Jun 01, 1500-1630. A video, "Let's Get a Move On", forms the core for discussion and activities for children ages 6-11 arriving or departing VAFB in the next 3 months. Each child will receive an individual package. Please register, 6-0801.

p. Food Pantry: The Food Pantry is a volunteer program that assists military personnel and their family members experiencing financial hardship by collecting and distributing donated food and other products. Families are provided with a certain amount of food to help them get through a payday to payday existence. In addition, Ms. Darlene Horne distributes USDA commodities to qualified families according to income.

q. Dial-A-Story: 6-4300. This telephone story telling service is available free of charge, 24 hours a day. Stories are changed every Monday and feature a wide variety of entertainment for children.

r. Volunteers Needed: Are you a military retiree or widow/widower of a retiree? Do you want something fun and interesting to do? Then, why not give us some time and volunteer to participate in the Retiree Activities Center. You can plan activities, assist other retirees, and socialize with fellow retirees. The sky is the limit for your participation and implementation of your ideas. Call the Retiree Center at 6-5474.

30th Services Squadron: (30 SVS/SVK, 6-0276)

a. Pacific Coast Club: (For details on any club functions please call 734-4375 or 734-4376).

Entertainment

- Every Friday is **Club Card Drawing**. Don't miss out on your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- 22 Jun 01, 2000-2400. **Karaoke Night** at the O-Lounge.

- 23 Jun 01, 2100-0400. **All Nighter** in the Hawk's Nest.
- 23 Jun 01. **Dinner Theatre** at the Club. Dinner at 1800, show starts at 2000. "Shop 'Til You Drop...Dead!" Tickets available at the Club.

Menu

- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
 - **A la Carte Menu Dining** is available Tuesday, Wednesday & Thursday Dining, 1800-2000.
 - 19 Jun 01. **"Family Night" Oriental Buffet.** \$8.95.
 - 20 Jun 01. **Members Special, Two for One, 10oz. Top Sirloin** - \$14.95.
 - 21 Jun 01. **"A la Carte Menu Dining.**
 - **Family Night:** Tuesday night is "Family Night" at the Club. Children under 10 years eat free from the children's menu with an adult buffet or entrée purchase. Limit two children per one adult. No take-out orders. 1800-2000.
 - **Foggio's:** Call and order ahead at 5-7800. SPECIAL! Sundays & Mondays: Get a large 2 topping pizza for just \$10.
- b. Fitness Center:** (30SVS/SVMP, 6-3832)
- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
 - 23 Jun 01, 0900. **Father & Son Basketball Tournament.** Tipoff at 0900, Free to everyone. Must register by 22 Jun 01.
 - 11 Aug 01. **Triathlon.** Start training today for this event. Includes a 5K run, 20K bike, and 400 meter swim.
- c. Family Aquatics Center:** (30SVS/SVRO, 6-3581)
- **Scuba Diving Lessons:** Explore the underwater world. Call Bob Johnson at 735-5320.
 - **Youth Swim Lessons:** Open Registration will be held from 0900-1300, Monday-Friday.
- d. Bowling Center:** (30SVS/SVK, 6-3209)
- **Eat & Bowl:** Every Friday in June from 1830-2100. Bowl 3 games, get a burger, fries and drink for just \$7.
 - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
 - **Temporary closure:** The Bowling Center will be closed, Saturday, 23 Jun 01 from 1030-1700 to support the Lompoc Flower Festival. The Bowling Center will be open from 1700-2400, with Thunder Alley available from 2100-2400.
 - **Bonanza Bingo.** Play daily from open to close. It's only \$1 per card for a chance to win up to \$1000.
- e. Services Center:** (30SVS/SVYR, 5-8974)
- **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center, call for appointments at 5-4748.
 - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center, Wednesday, 1830-2100.
 - **6-Flags Tickets:** Tickets for 6-Flags Magic Mountain are available at the Tickets and Tours office for \$22 through 30 Jun 01. After that date, ticket prices will go up.
 - ITT Trips:
 - 24 Jun 01: **Getty Museum.** \$35 per person (transportation)
 - 14 Jul 01: **Santa Barbara French Festival.** \$25 per person (transportation)
- f. Youth Center:** (30SVS/SVYY, 6-2152)
- **Parents Advisory Board!** Stop by the first Wednesday of every month for a Parents Advisory Board Meeting.
 - **Soccer season is here!** Registration for the Youth soccer leagues is open through 29 Jun 01 for players age 5-14. Cost is \$40 to play (\$35 for Youth Center members). Don't delay, signup at the Youth Center today.
 - **Youth Sports Clinics:** Starting in July, the Youth Sports program will be offering Youth clinics in Basketball, Softball, Baseball, and Soccer. These clinics are designed to improve fundamental skills, and are for youths age 8-14. Check with the Youth Center for more details.
- g. Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
- 18-22 Jun 01. **Course Aerification** of Greens, Tees, and Fairways. Golf Course will remain open.

- 30 Jun 01, 0730. **Team Golf Tournament.**
- **Junior Lessons:** Saturdays at 1330, with Bob Kotoski. Cost is \$5 per child. No sign up needed.
- **Ladies Priority:** Every Wednesday 0830-0900.
- **Intramural Golf:** Tuesday and Thursday, 1130-1230.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
 - **Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
 - **Book-A-Trip:** 23 Jun 01. Summer reading program kicks off. Program is for children ages 4-16. Registration opens 22 Jun 01. ATWIND Event.
 - **Discussion Group:** 28 Jun 01, 1200, Library conference room. Women's Interest/Issues Book Discussion Group.
 - **Internet is Here!** The library now has Internet access available.
- j. **Outdoor Recreation:** (30SVS/SVRO, 6-5908)
 - **Kern River Rafting Trips:** 7 or 8 Jul 01: Kern River Rafting Trips. Sign up for a rafting adventure. Eighteen spots are available for each trip. Lunch, transportation, and equipment provided. Must be at least 16 yrs of age. Cost is \$55 per person. Signup deadline for either trip is 3 Jul 01.
 - **Horseback Trailride:** 30 Jun 01, 1230. Signup Deadline is 22 Jun 01. This 1.5 hour ride at the Bar-B-Ranch runs through the beautiful Santa Barbara mountains overlooking the ocean. Beginner to experienced riders welcome. Cost is \$38 per person. Must be at least 13 years old.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

a. **Air Command and Staff College (ACSC):** The ACSC seminar program will also start in August. Majors or Major Selectees from all services are eligible to enroll as well as GS-11s and above. Application Forms may be picked up at the education center. After 26 June, the education office will start putting the enrollments into the Base Level Personnel Management System, which will flow to Air University. Course material will be mailed directly to the student once the enrollment has been processed. The material will consist of a Multimedia CD-ROM and course books. Seminars meet for approximately 10½ months, 3 hours per week. It should be noted that the number of missed sessions for each student is no longer a factor and attendance will not be tracked or recorded. Please call the Education Office at 5-5904 if you would like to enroll or have questions concerning the program.

b. **Air War College (AWC):** Air War College (AWC) Nonresident Studies Seminar. Recruiting for the AWC Nonresident Studies Seminar Program is now underway. This is an ideal way to complete senior PME, combining self-study with a formal, semi-structured meeting environment highly conducive to learning. Seminars are scheduled to start in early August 2001 and will run until June 2002. The program is open to active duty, guard, and reserve colonels, lieutenant colonels, and lieutenant colonel selectees (or their equivalent) of any component of the U.S. armed forces and civilian employees (GS/GM-13 or above). Applications for enrollment into the seminar program will be accepted starting in May. To enroll, an individual must use the application form available at <http://www.au.af.mil/au/awc/enrolppr.htm>. Once the enrollment is completed, print it and bring it to the education office. Sign up now or you will have to wait until August 2002 for the next seminar academic year to begin. Contact the Base Education Office 5-5904 for more details.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

New Classes:

Publisher 2000: Microsoft Publisher 2000 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites. Publish easily on your desktop printer, at a copy shop or commercial print shop, or directly to the Web. **Front Page 2000:** The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you're creating a personal Web page or a corporate Internet or intranet site. **Form Flow:** Learn how to make this program behave better. **Equipment Custodian** classes are now available. **Lunch and Learn** sessions for selected topics. Check below for the list of currently scheduled classes, dates and times. Descriptions of all the Lunch & Learn classes can be found at [\\30cs-training\\Class Descriptions\\Lunch and Learn.doc](#).

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military, DOD employees, Reservists, Guard, and Volunteers supporting Team Vandenberg only. Walk-ins are welcome on a space available basis. To register, or for additional information,

contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

Computer Based Training (CBT) Facility. In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
June 2001					
6/25-29	Access 2000 Intermediate	Lexi Schwartz	08:00-11:00	3	0
6/25-27	Excel 2000	Jim Wooding	13:00-16:00	3	0
6/27-29	Outlook	Jim Wooding	08:00-11:00	10	0
July 2001					
7/2	Outlook Email Only	Jim Wooding	08:00-11:00	11	0
7/2-6	Publisher 2000	Lexi Schwartz	13:00-16:00	0	0
7/3	Defense Message System	Jim Wooding	08:00-11:00	11	0
7/5	Excel Advanced	Jim Wooding	08:00-11:00	11	0
7/6	Form Flow	Jim Wooding	08:00-11:00	0	2
7/9-13	Access Lab	Lexi Schwartz	08:00-11:00	12	0
7/9-13	Front Page 2000	Lexi Schwartz	13:00-16:00	0	5
7/9	Palm PDA - Beginning	Jim Wooding	13:00-16:00	10	0
7/10-12	Outlook	Jim Wooding	13:00-16:00	13	0
7/13	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/16-18	Word 2000	Jim Wooding	08:00-11:00	5	0
7/16-20	Access 2000 Basic	Lexi Schwartz	13:00-16:00	8	0
7/19	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
7/20	Intro to Computers	Jim Wooding	08:00-11:00	13	0
7/23-26	Project 98	Lexi Schwartz	08:00-11:00	10	0
7/23-27	PowerPoint 97	Jim Wooding	13:00-16:00	11	0
7/27	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/30-1	Excel 97	Jim Wooding	08:00-11:00	12	0
7/30	Defense Message System	Jim Wooding	13:00-16:00	13	0
7/31-3	Publisher 2000	Lexi Schwartz	08:00-11:00	5	0
August 2001					
8/2	Excel Advanced	Jim Wooding	08:00-11:00	12	0
8/3	Word Advanced	Lexi Schwartz	08:00-11:00	11	0
8/6-10	PowerPoint 2000	Jim Wooding	08:00-11:00	12	0
8/6-10	Front Page 2000	Lexi Schwartz	13:00-16:00	10	0
8/13	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
8/13-17	Access 97	Lexi Schwartz	13:00-16:00	12	0
8/14-16	Excel 2000	Jim Wooding	08:00-11:00	12	0
8/17	Form Flow	Lexi Schwartz	08:00-11:00	11	0
8/20	Outlook 98 Email Only	Jim Wooding	08:00-11:00	14	0
8/20-24	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	11	0
8/21-23	Word 97	Jim Wooding	08:00-11:00	14	0
8/24	Excel Advanced	Jim Wooding	08:00-11:00	13	0
8/27-29	Outlook	Jim Wooding	08:00-11:00	14	0
8/27-31	Front Page 2000	Lexi Schwartz	13:00-16:00	13	0
8/30	Defense Message System	Jim Wooding	08:00-11:00	14	0
8/31	Outlook Email Only	Jim Wooding	13:00-16:00	13	0

Lunch and Learn

June 2001

6/15	Excel - Conditional	Jim Wooding	11:30-12:30	12	0
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Formatting

6/18	Overview of MS Office -- What can I do with each?	Lexi Schwartz	11:30-12:30	13	0
6/20	Outlook - Calendaring	Jim Wooding	11:30-12:30	12	0
6/22	Excel Help - Bring Questions	Lexi Schwartz	11:30-12:30	13	0
6/25	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	12	0
6/27	Access - Basic Queries	Lexi Schwartz	11:30-12:30	13	0
6/29	Outlook - Rules & Organizing Email	Jim Wooding	11:30-12:30	12	0

July 2001

7/2	Excel - Formatting Worksheets	Jim Wooding	11:30-12:30	12	0
7/6	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
7/9	Project Resources	Lexi Schwartz	11:30-12:30	14	0
7/11	Excel - Workbook Sharing	Jim Wooding	11:30-12:30	13	0
7/13	Overview of MS Office -- What can I do with each?	Lexi Schwartz	11:30-12:30	14	0
7/16	Windows - Tips and Tricks	Jim Wooding	11:30-12:30	12	0
7/18	Access - Other Queries	Lexi Schwartz	11:30-12:30	14	0
7/20	PowerPoint - Inserting Sounds and Movies	Jim Wooding	11:30-12:30	14	0
7/23	Word - Styles	Lexi Schwartz	11:30-12:30	12	0
7/25	PowerPoint - Custom Animation	Jim Wooding	11:30-12:30	14	0
7/27	Excel Help - Bring Questions	Various	11:30-12:30	14	0
7/30	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	13	0

August 2001

8/1	Office - Object Linking & Embedding	Lexi Schwartz	11:30-12:30	12	0
8/3	Word - Tables	Lexi Schwartz	11:30-12:30	14	0
8/6	Excel - Macros	Jim Wooding	11:30-12:30	14	0
8/8	Word Help - Bring Questions	Various	11:30-12:30	14	0
8/10	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	14	0
8/13	Project Resources	Lexi Schwartz	11:30-12:30	14	0
8/15	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
8/17	Excel 97 - Pivot Tables	Lexi Schwartz	11:30-12:30	14	0
8/20	Excel - Headers and Footers	Jim Wooding	11:30-12:30	14	0
8/22	Internet Explorer-Tips & Tricks	Jim Wooding	11:30-12:30	14	0
8/24	Word - Columns	Lexi Schwartz	11:30-12:30	13	0

ADPE EC Training**June 2001**

6/20	ADPE EC Training	Darlene Payne	09:00-10:30	0	0
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July 2001

7/18	ADPE EC Training	Darlene Payne	09:00-10:30	11	0
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August 2001

8/15	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
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September 2001

9/19	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
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Security**July 2001**

7/11	UCM Training	Dianne Raynor	08:00-11:30	22	0
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August 2001

8/8	SATE Managers	Dianne Raynor	08:00-11:30	21	0
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September 2001

9/12	Certification & Accreditation	Dianne Raynor	08:00-11:30	24	0
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